

Operates motor vehicles as instructed by the Motor Pool Supervisor to transport personnel of Embassy and Associated Agencies and official visitors within city and surrounding area. Also transports cargo and persons, Customs services with personnel arriving. Responsible for clerical duties. Serves as dispatcher in Motor Pool Supervisor's absence.

Major Duties and Responsibilities

1. Drives sedans, small bus and carryall. Responsible for cleaning and washing vehicles, inside and out and for basic maintenance. Records all trips made on trip tickets. Delivers correspondence, invitations and assorted documents to different offices of Paraguayan Government as well as to individuals, diplomatic institutions, organizations, etc. As professional driver assists in meeting newcomers at the airport and assists with immigration, customs and police related activities. May be assigned to drive the head of Associate Agency or VIP visitors for a period of time. Performs other duties related to his job as required by the Supervisor. (95%)
2. Assists the Motor Pool Supervisor with clerical duties, such as maintaining updated and organized GOV fleet maintenance files, trip tickets, gasoline pumping forms, and others. Serves as dispatcher in Motor Pool Supervisor's absence. (5%)